



DEVELOPMENT & EVENTS ASSOCIATE

ORGANIZATIONAL OVERVIEW

CityBridge Education is a Washington, D.C.-based not-for-profit whose mission is to advance equity and opportunity for children. We do that by reimagining public education—bringing to market the next generation of innovative public schools, starting right here in the nation’s capital. We begin by identifying the talented leaders capable of working at the innovative edge of what’s needed and possible in public education. Our 15-person team finds that talent, helps develop their new models, and then incubates each school’s founders through the launch of a brand new public school in D.C.

POSITION SUMMARY

The Development & Events Associate reports to the CEO and serves as a driving force for the Stewardship and Development team, a four-person team focused on the external-facing facets of CityBridge’s work. In this role, the Development & Events Associate will support and help propel four priority areas—Fundraising, Stewardship, CEO support, and office support—and will have significant opportunities to learn about innovation in public education, philanthropy, and being part of a growing nonprofit.

PRIMARY RESPONSIBILITIES

- **Support CityBridge’s revenue generation engine:** As part of the Development team, identify and research prospective funders, manage the team on fundraising deadlines and action items, help create new strategies to attract support for CityBridge’s work, support investor relations, and attend select meetings with partners and donors
- **Manage and support CityBridge events:** As part of the Stewardship team, manage planning, operations, communication, and execution for a wide range of events designed to share compelling content related to public education with leaders in D.C.’s philanthropic, business, and education sectors. Typical events include school tours, book discussions, speaker series, presentations, film screenings, and other content convenings
- **Directly support the CEO:** Serve as right-hand to the CEO, managing meetings, communicating on her behalf, and streamlining internal operations to allow her to focus on external affairs
- **Support office operations:** Help manage office logistics for CityBridge’s 15-person team

QUALIFICATIONS AND SKILLS

- Minimum three years work experience preferred
- Highly organized and detail-oriented
- Action-oriented, entrepreneurial, and self-directed
- Thrives in fast-paced workplace, juggling multiple projects at one time
- Enthusiasm for and proficiency in event planning and execution, logistics management
- Superior written and oral communication skills
- The ability to manage up to senior staff to ensure projects move forward
- Development and/or events experience is a plus

BENEFITS AND SALARY

Salary for this position is competitive, and a comprehensive benefits package is included.

APPLY

Interested candidates should submit a resume and cover letter to Jen Davis at jdavis@citybridge.org. Applications will be accepted on a rolling basis.

CityBridge Education is an Equal Opportunity Employer.